



SJSU Program Planning Committee

AGENDA

Friday, September 4, 2015

12:00-2:00pm, Clark 412

- 1200-1210 Agenda and approve
- 1210-1220 Welcome and Introductions
- 1220-1240 Training
- 1240-1250 WASC Summary of Program Planning
- 1250-1300 Status of programs and preparing for future meetings
- 1300-1355 Review, edit, approve Program Planning Policy and Guidelines to be submitted to C&R
- 1400 Adjourn

SJSU Program Planning Committee
Meeting Notes
September 4, 2015
Clark 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Adrienne Eastwood (ENGL), Scott Heil (IAR), Carl Kemnitz (Deputy Provost), Lili Luo (SI), Gilles Muller (Research), Clifton Oyamoto (PSYC), Anthony Raynsford (ARTH), Scott Heil (IEA), Brandon White (BIOL), Sabine Rech (BIOL), Stoyu Ivanov (BUS), Mary Wilson (HIST)

Absent: Jennifer Dinalo (LIBR), Collette LaSalle, Diana Wu (LIBR), Tanvi Kothari (BUS), Peter Chua (SISS), Melinda Jackson (POLIS), Wenbin Wei (AVIA)

Start: 12:05pm

1. Approve agenda

**Action- Approve Agendas: 10-Yes, 0-No, 0-Abstain

2. Introductions

- a. We have quite a few new members
- b. We have a few spots still open and we will fill those as best we can by October 1st.

3. Training

- a. Reviewing the cycle timeline, Deans have requested that we move it from 5 to 7 year cycles.
- b. Common review procedures- Dean approval, requiring more comments instead of just a yes or no on approval.
- c. We anticipate members will attend all committee meetings and participate, complete reading ahead of meeting, field questions from departments.
- d. Evaluating plans, action plans have not previously been done in prior program planning cycles. We will have our first round of programs who have action plans in the next year.
- e. We will start setting meeting times with chair of program for any questions you might have about the plan.
- f. We will be requiring them [departments] to summarize their recommendations and action items to date.
- g. Committee CAN recommend:
 - i. Acceptance of the Program Plan
 - ii. Reject the program plan and request additional information
 - iii. Termination of a program (will be done by secret ballot)
- h. Action Plan meetings are only attended by the department, PPC chair, Assessment Director, AVP's, Dean and Provost.

4. WASC Summary

- a. Chair of program planning is responsible for following up on all action plans.
 - i. Issue is how will chair enforce this and/or what will the consequences be?
- b. There should be an increased focus on program planning action plans, and follow up/progress. We will need to show improved accountability by Spring 2017 visit.

- i. In the interview with the WASC team was informed that sometimes action plan items are cleared up in the meeting and then do not become part of the finalized action plan.
 - 1. They may not actually look at this in Spring 2017, as it was a recommendation was by the visiting team not the charge of the commission. It however will probably be revisited as part of the next official review.
- c. Assessment of GE program should be a topic to be addressed in an interim review of the institution.
 - i. BOGS will be going through its own program review cycle. Chair from BOGS (Simon Rodan), PPC (Brandon White) and Assessment Director (Melinda Jackson) are preparing the review outside of the commission's recommendations to show we are doing our due diligence in ensuring our

5. Status of Programs

- a. Will be Reviewed in this Committee, Fall 2015
 - i. AFAM (October, Brandon)
 - ii. LLD (October, Peter and Collette)
 - iii. Music/Dance (November, Mary, Sabine and Wenbin)
 - iv. JCOM(November, Adrienne, Tanvi and Stoyu)
 - v. Aviation and Technology (December, Brandon)
- b. In External Evaluation, Fall 2015, will be reviewed in Spring 2016
 - i. Health Science & Recreation
 - ii. Justice Studies
 - iii. Psychology
 - iv. Television, Radio, Film and Theater
 - v. Philosophy
 - vi. Geography
 - vii. Global Studies
 - viii. History
 - ix. CDS, BA Only
 - x. Science Education

6. Preparing for Next Meeting

- a. Read the LTP and add comments prior to the meeting .
- b. Come to meeting ready to dphy

7 Certificates and Credential programs

- iv. Will look at creating a 7 year cycle instead of 5 year. However there will have to be a different cycle structure for accredited programs.
 - v. Curricular Priorities policy will need to be reviewed as it has not been renewed in over 20 years.
 - vi. Dean Approval- changing their process to include comments and not just a yes or no acceptance of plan. We will request departments to meet with deans prior to full submission to PPC. They should want to include more substantial responses to their departments.
 - vii. Self-study and BOGS evaluation of GE will be reviewed by dean in the second semester.
- b. Most of the sections we discussed seemed more procedure than policy, if we leave it out of the policy that gives the committee more room to adjust those requirements without getting senate approval.
 - c. We will include language around termination review
 - d. Action plans are included as part of the policy
 - e. Assessment is a new section being added. It includes information about program annual assessment activities.
 - i. If we move into a 7 year cycle we would not see what the programs are up to. Including it ensures a committee would be seeing what activities are occurring in departments around assessment.

**Action- Approve moving forward developing an updated Program Planning Policy: 10-Yes, 0-No, 0-Abstain

SJSU Program Planning Committee

AGENDA

Friday, October 2, 2015

12:00-2:00pm, Clark 412

1200-1205 Approve minutes of September meeting

1205-1210

SJSU Program Planning Committee
Meeting Notes
October 2, 2015
Clark 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Peter Chua (SISS), Jennifer Dinalo (LIBR), Adrienne Eastwood (ENGL), Carl Kemnitz (Deputy Provost), Kathy Lemon (SCWK), Gilles Muller (Research), Anthony Raynsford (ARTH), Scott Heil (IEA), Brandon White (BIOL), Sabine Rech (BIOL), Stoyu Ivanov (BUS),

Absent: Colleen Haight (Ed), Scott Heil (IAR), Melinda Jackson (POLS), Lili Luo (SI), Clifton Oyamot (PSYC), Wenbin Wei (AVIA), Mary Wilson (HIST), Diana Wu (LIBR),

Start: 12:05pm

1. Approve agenda

**Action- Approve Agendas: 11-Yes, 0-No, 0-Abstain

2. Approve Meeting Minutes

**Action- Approve Meeting Minutes from September 4th: 9-Yes, 0-No, 2-Abstain

3. Letter to the Provost- PPC Observations Year End Report

- a. Tenure density is how we review and look at reporting for faculty lines.
- b. We should try to include examples of the infrastructure issues that were brought up in the reports. If a safety related issue is brought up, then it needs to be forwarded ASAP.
- c. Having an online tracking system would be very beneficial in streamlining the monitoring of the process. From document submission to tracking the Action Plan "to-do's"
- d. The need, organization and composition around Teacher Preparation programs needs to be examined.
- e. Policy and practice should be separated. The scope of PPC is what needs to be outlined so the committee knows what direction the campus is going.

**Action- Approve Letter moving forward to Provost: 10-Yes, 0-No, 1-Abstain

4. Guidelines and remarks from Curriculum and Research

- a. They would like to us to define minor changes. We would like them to prioritize our items as soon as they are forwarded.
- b. Length of document. 25 pages is limit, however we allow some cushion to departments who are larger and need to discuss multiple programs. We have never balked at the page limits. Accredited programs usually come in quite lengthy. We will have to let them know that if they want us to hold true to the length then some will be denied because of the length.
- c. Cover page with checklist that they have limited to 25 pages, included GE, Checkbox for whether Accredited or not, executive summary if accredited. With a signature area for department chair.
- d. Action Plan meetings- It came across that the PPC chair was the only one who attended; the area they saw that was actually showing that the PPC chair was responsible for coordinating the meeting.

e. RSCA- is a way for them to show their strengths and interaction within the field.

SJSU Program Planning Committee
Meeting Notes
November 6, 2015
12:00-2:00pm, Clark 412

Present: Thalia Anagnos (AVP/GUP), Peter Chua (SISS), Colleen Haight (Econ), Carl Kemnitz (Deputy Provost), Kathy Lemon (SCWK), Gilles Muller (Research), Anthony Raynsford (ARTH), Brandon White (BIOL), Sabine Rech (BIOL), Stoyu Ivanov (BUS), Melinda Lee (POLS), Lili Luo (SI), Clifton Oyamot (PSYC), Wenbin Wei (AVIA), Mary Wilson (HIST)

Absent: Jennifer Dinalo (LIBR), Adrienne Eastwood (ENGL), Scott Heil (IAR)

Start: 1200

1. Approve Agenda
**Action- Approve Agenda: 13 Yes, 0 No, 0 Abstain
2. Announcements
 - a. December meeting time will be 11 instead of 12.
 - b. Continued discussions with C&R over new policy and guidelines.
3. Review and discuss modified guidelines for GE Program Review.
 - a.

SJSU Program Planning Committee
Meeting Notes
December 4, 2015
Clark 412, 11:00-1:00pm

Present: Thalia Anagnos (AVP/GUP), Peter Chua (SISS), Adrienne Eastwood (ENGL), Colleen Haight (Ed), Scott Heil (IAR), Stoyu Ivanov (BUS), Melinda Jackson (POLLS), Carl Kemnitz (Deputy Provost), Kathy Lemon (SCWK), Clifton Oyamoto (PSYC), Anthony Raynsford (ARTH), Wenbin Wei (AVIA), Brandon White (BIOL), Mary Wilson (HIST)

Absent: David Bruck (GUP/GS), Jennifer Dinalo (LIBR), Lili Luo (SI), Gilles Muller (Research), Diana Wu (LIBR), Sabine Rech (BIOL)

SJSU Program Planning Committee

AGENDA

Friday, February 5, 2016

12:00-14:00, Clark 412

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|-----------|-------------------------------|
| 1200-1240 | Discussion of Philosophy |
| 1240-1320 | Discussion of Technology |
| 1320-1400 | Discussion of Music and Dance |
| 1400 | Adjourn |

SJSU Program Planning Committee
Meeting Notes
February 5, 2016
Clark 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Peter Chua (SISS), Adrienne Eastwood (ENGL), Colleen Haight (Ed), Stoyu Ivanov (BUS), Melinda Jackson (POLs), Carl Kemnitz (Deputy Provost), Kathy Lemon (SCWK), Lili Luo (SI), Clifton Oyamoto (PSYC), Sabine Rech (BIOL), Pam Stacks (Research), Wenbin Wei (AVIA), Brandon White (BIOL), Mary Wilson (HIST)

Absent: Anthony Raynsford (ARTH), Diana Wu (LIBR),

Guest:

Start: 12:00pm

1. Letter to the Provost- Philosophy

- a. Why was there a major change in their SFR? They intentionally had a large SFR in order to accommodate for changes that were happening within the program and faculty. This concern has been raised by both the external reviewer and the department.
- b. Graduate program does not seem to have large enrollments. However, their graduates do tend to go on to PhD programs. They should look at growing the graduate program, and have been told to do so in the prior cycle.
- c. This committee should not look at eliminating programs that are effective with their curriculum/program, just because they have lower enrollments than the university would prefer.
- d. 30-31 SFR in the system. When compared to other programs in the CSU they are much higher.
- e. Does not have a learning critical mass for their students, the resources needed to run the program exceed what the university can provide.
- f. evaluate the sustainability of their program. Include the fact that they have been asked to increase over the last few cycles, they should consider and develop strategies to grow it.

**Action- Approve LTP for Philosophy: 16-Yes, 0-No, 0-Abstain

2. Technology Letter to the Provost

- a. This department incorporates aviation and technology. We are looking just at technology right now, which has 2 concentrations and an MS degree that currently does not accept students.
- b. The programs have nothing similar between them which may cause issues for how they function. They were merged due to both being low enrolled.
- c. Technology came from being a Teacher Education. They need to re-evaluate how their curriculum relates to the Silicon valley. If they could realign their

curriculum with the needs of the Silicon valley then they would probably get more students who want them as opposed to it being a last stop before not being part of the engineering department.

d. MS Quality Assurance should look at officially discontinuing the program. It appears they have 12 students in program as of Fall 2015.

e.

SJSU Program Planning Committee

AGENDA

Friday, March 4, 2016

12:00-14:00pm, Clark 412

1200-1300

Discussion of Television, Radio, Film and Theatre

SJSU Program Planning Committee
Meeting Notes
March 4, 2016
Clark 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), Peter Chua (SISS), Adrienne Eastwood (ENGL), Stoyu Ivanov (BUS), Melinda Jackson (POLs), Kathy Lemon (SCWK), Gilles Muller (Research), Clifton Oyamoto (PSYC), Anthony Raynsford (ARTH), Brandon White (BIOL), Sabine Rech (BIOL), Mary Wilson (HIST),

Absent: David Bruck (GUP/GS), Colleen Haight (Ed), Scott Heil (IAR), Carl Kemnitz (Deputy Provost), Lili Luo (SI), Wenbin Wei (AVIA),

Guest: Marna Genes (AVP Academic Budgets)

Start: 12:05pm

1. Tenure Density- Should we measure this by the proportion of FTES taught by T/TT faculty. The feeling is that if T/TT are doing nothing but service than students might get disgruntled by not have T/TT faculty teaching their courses.
 - a. The data that is posted on the IEA website is not the same data that the Provost receives. Provost numbers include personnel that may be on leave/sabbatical/Service, etc. oncludes volunteers

2. Health Science and Recreation Letter to the Provost

- a. Their numbers were very high and have slowly been declining. This is due to a pre-nursing push from a few years ago. These students are now making their way out and are no longer being directed to HS.
- b. Their MPH program is self support and needs a coordinator and budget analyst.
- c. Issues with faculty hiring paperwork for MPH program through CIES. Which appears to be happening across the board with all programs that are run through CIES.
- d. How important is the Accreditation? Is there an issue if they decided to not go through professional accreditation. Is it essential to student success?

Action- Approve to Letter to Provost for Health Science and Recreation: 11-Yes, 0-No, 0-
stain

3. Radio, Television, Film and Theatre Letter to Provost

- a. TRFT is official acronym
- b. T/TT are mostly with the RTVF side of the department.
- c. MA program is not officially closed, they have not submitted official paperwork to "not accept" students nor discontinue program

Action- Approve to Letter to Provost for Radio, Television, Film & Theatre: 9-Yes, 0-No, 0-
stain

SJSU Program Planning Committee

AGENDA

Friday, April 8, 2016

12:00-2:00pm, Clark 412

1200-1300	Discussion of Psychology
1300-1350	Discussion of Justice Studies
1350-1400	Announcements (elect new chair; up for PPC for next year)
1400	adjourn

SJSU Program Planning Committee

AGENDA

Friday, May 6, 2016

12:00-14:00, Clark 412

- | | |
|-----------|---------------------------------------------------------|
| 1200-1210 | Election of new PPC Chair |
| 1210-1215 | Next year committee updates |
| 1215-1300 | Discussion of Communicative Disorders
BA Degree only |
| 1300-1400 | Discussion of Science Education Program |
| 1400 | adjourn |

SJSU Program Planning Committee
Meeting Notes
May 6, 2016
Clark 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Peter Chua (SISS), Adrienne Eastwood (ENGL), Colleen Haight (Ed), Stoyu Ivanov (BUS), Melinda Jackson (POLLS), Kathy Lemon (SCWK), Carl Kemnitz (Deputy Provost), Gilles Muller (Research), Clifton Oyamoto (PSYC), Anthony Raynsford (ARTH), Brandon White (BIOL), Sabine Rech (BIOL), Mary Wilson (HIST)

Absent: Scott Heil (IAR), Lili Luo (SI), Wenbin Wei (AVIA),

Start: 12:06pm
0-Abstain

15-Yes, 0-No,

2. MA in Science Education

- a. Faculty in this program are 50/50. Half in Science Ed and half in science department (i.e. BIOL, PHYS, Etc)
- b. There has been talk to make it its own department, but can't due to only having PT faculty.
- c. There has been discussion about developing GE based coursework to assist with funding and possible majors.
- d. Has been suggested they create a certificate program to align with their Masters degree.
- e. Part of reason enrollments are dropping are due to the fact that districts are no longer supporting teachers to go back and take their Master's degree.
- f. There is a discussion about Secondary Ed (soon to be Teacher Education) wanting to create a Masters degree that would incorporate programs like science, music, art, history, etc.

**Action- Approve Letter to the Provost for Science Education: 15-Yes, 0-No, 0-Abstain

3. New PPC Chair

- a. No other members have asked to be chair.
- b. Brandon White will continue as chair since he is the only one who expressed interest.

4. Extra Meeting is Monday May 16th from 11-1:30.

SJSU Program Planning Committee

AGENDA

Friday, May 16, 2016

11:00-1:00pm, Clark 412

- 1100-1145 Discussion of Social Work
- 1145-1345 Discussion of Global Studies and Geography
- 1345-1400 Discussion of summary letter to provost
- 1400 adjourn

SJSU Program Planning Committee
Meeting Notes
May 16, 2016
Clark 412, 11:00-1:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Colleen Haight (Ed), Scott Heil (IAR), Stoyu Ivanov (BUS), Melinda Jackson (POLS), Kathy Lemon (SCWK), Clifton Oyamoto (PSYC), Brandon White (BIOL), Wenbin Wei (AVIA),

Absent: Peter Chua (SISS), Adrienne Eastwood (ENGL), Lili Luo (SI), Carl Kemnitz (Deputy Provost), Gilles Muller (Research), Anthony Raynsford (ARTH), Sabine Rech (BIOL), Mary Wilson (HIST)

Start: 11:04 am

1. Geography and Global Studies

- a. They are a department by name, however programs are listed separately in catalog per their request.
- b. Apparently the future of Geography is unknown. A recent vote has apparently been done to move Global Studies and its chair Kate Davis to Environmental Studies.
- c. The current letter to the provost has positive remarks

was not positive and should be looked at possibly

recommend the chair and dean are contacted about submitting an addendum to the study to address what types of moves are occurring.

letter to the Provost

materials from Accreditation agency was not readily available for all members. It was provided to committee via an email with link to report.

Report is available however their official letter is not and should be available to complete this report.

Report should not be finalized without committee being able to see full report.

Work representative stated there were three issues that were noted. They would like to see a reduction in SFR, Allow students from BA in to Masters degree one year status instead of two (as current practice).

Currently in process of developing the BA to move directly into the Masters as a pathway of degree.

Letter to the Provost for Social Work: 10-Yes, 0-No, 0-Abstain

AS

Guidelines for writers of LTP's should be developed to outline what is expected and what should be done by a committee member who is reviewing and writing reports to the provost.

Typically a committee member should be contacting departments directly for updates and clarifications that might be needed.

- i. An email should be sent to Chair and Dean to request this info or meeting by a specific date and when they don't then the committee can move forward with the documentation they have and make assumptions based on submitted material.
- 4. PPC Summary of Year Letter to Provost
 - a. Add something about guidance regarding graduation rates
 - b. When discussing tenure density should the discussion be about the faculty numbers or the faculty numbers related to budget.
 - c. Mechanism to address facility issues is not well known and should be communicated more clearly to department faculty and staff.